

- Assistance with the activities of daily living (i.e., bathing, grooming, dressing and personal hygiene) shall be provided as needed to all clients/residents at the facility. Personal hygiene items such as soap, toilet paper, combs, toothpaste, toothbrushes and feminine napkins shall be provided by the licensee.
- Transportation arrangements shall be made for or provided to all clients/residents to meet medical and dental appointments.
- The licensee shall provide a variety of planned daily activities designed to meet the needs of the clients/residents. These activities may be social, physical and educational.
- All clients'/residents' personal rights, as defined by regulations, shall be observed.

VII. ADDITIONAL RESOURCES

- Before applying for a license, you may wish to contact the following agencies for additional information on the need for a facility in your area, and client referrals and placement. The affected facility types are indicated in parentheses:
 - (a) local regional centers (GHs, ARFs, RCFEs & SFHs)
 - (b) county welfare departments (GHs, SFHs and FFHs)
 - (c) adult protective agencies (ARFs, RCFEs, ADC, & ADSC)
 - (d) mental health agencies (ARFs, RCFEs, ADC, & ADSC)
 - (e) probation departments (GHs)
 - (f) local hospitals' discharge planners (ARFs & RCFEs)
 - (g) local Long Term Care Ombudsman (ARFs & RCFEs)

PLEASE NOTE: It is the applicant's responsibility to contact these placement agencies for information on the types of clients intended to be served and client referrals for the facility type. The licensing agency does not place clients, and a license is no guarantee that the placement agency will place clients in your facility.

• Suggested Community Resources to contact:

- ☐ California Association of Adult Day Services
- ☐ California Association of Homes and Services for the Aging
- ☐ California Association of Residential Care Homes
- ☐ California Association of Services to Children
- ☐ California Law Center on Long Term Care
- ☐ Community Residential Care Association of California
- ☐ Foster Parent's Association
- ☐ Licensed facilities serving clients with needs similar to those clients you are interested in serving.
- ☐ Alzheimer's Association

VIII. ROLE OF THE LICENSING AGENCY

- Payment of services is not the responsibility of licensing agencies. There are various sources of payments which can be made to a licensed facility depending upon the client groups served. For example, adults and elderly clients may be private pay or recipients of Supplemental Security Income and State Supplementary Payment (SSI/SSP). In either case, the licensee would receive payment directly from the client or responsible person. However, for children in Group Homes, Small Family Homes and Foster Family Homes, the payment is normally made through placement agencies and the amount of payment is determined by the Department's Rate Setting Bureau. These facilities may also accept clients who pay privately.
- After a license is issued, the licensing agency has the authority to make unannounced visits and/or inspections to ensure continual compliance with all licensing regulations. Non-compliance will result in civil penalties of typically \$50 per day for deficiencies not corrected within a specified date. Fines may be increased for repeated deficiencies.

Additional information on each facility type appears in the following section.

SPECIFIC CATEGORY REQUIREMENTS

In addition to Sections I–VIII, the following are some of the requirements specific to each facility category. For additional requirements and information, please refer to Title 22, Division 6, California Code of Regulations.

Adult Residential Facilities

- Facilities shall hire qualified administrators:

<u>CAPACITY</u>	<u>EDUCATION AND EXPERIENCE REQUIRED</u>
1-6	Completion of the Administrator Certification Program. Knowledge of the requirements for providing care and supervision to adult clients and the ability to comply with all licensing regulations.
7 - 15	Completion of the Administrator Certification Program and one year of work experience in residential care.
16 - 49	Completion of the Administrator Certification Program. High school graduate or GED; and either 15 units of college education or continuing education, 3 of which shall be in nutrition, human behavior, administration or staff relations, <u>or</u> 1 year work experience in residential care.
50 or more	Completion of the Administrator Certification Program. High School graduate or GED; and either 60 units of college education or continuing education, 6 of which shall be in administration or staff relations, <u>or</u> 3 years work experience in residential care and supervision.


- All direct care staff who perform specialized services for clients shall be licensed or certified to perform such services (i.e., physical therapists, psychiatrists, nurse practitioners).
- Licensees shall maintain personnel records and client records.
- Licensees shall have a signed admission agreement on file for each client.
- Facilities shall develop and maintain an Individual Needs and Services Plan for each client.

- Before a license is issued, a Fire Clearance must be secured for all facilities, except for those SFHs and FFHs that care for children who are not disabled, ambulatory and/or two years of age or older.
- The applicant is obligated to meet other state, federal and/or local codes and regulations such as zoning, building restrictions, and sanitation.
- The proposed residential care facility must have adequate living space and bathrooms for each client/resident (no more than 2 clients/residents per bedroom) and others who may reside in the facility. Family members and/or staff may not share a room with a client/resident.

VI. SERVICES

- The licensee is responsible for ensuring that all necessary care and supervision is provided for each client/resident.
- The licensee must have and maintain a current, written definitive plan of operation.
- The licensee shall hire/employ an adequate number of staff to provide care and supervision to meet clients'/residents' needs.
- Three meals a day and snacks shall be made available to all clients residing in a residential care facility. These meals must meet the four basic USDA food groups and RDA standards.
- It may be necessary to assist clients/residents in handling their cash resources. These must be accounted for through a separate recordkeeping for each client/resident and the monies must be safeguarded by maintaining them separate from any business or personal monies.
- It may be necessary to assist clients/residents with prescribed and non-prescribed medications. These medications must be given to the clients/residents as prescribed and stored, recorded and labeled according to regulations.

- **A Child Abuse Central Index Check** must be obtained (from DOJ) for the applicant, individuals providing direct care and supervision to children, and any adult residing in the proposed facility to determine if these individuals have any reports of suspected child abuse. This only applies to facilities caring for children.
- **A Surety Bond** is usually required of licensees who handle client/resident cash resources. CCFs and RCFEs which are licensed to care for adults or the elderly and handle any amount of money are required to have a bond in the amount specified below. This does not apply to CCFs which are licensed to care for children and CCFs or RCFEs that handle less than \$50 per person or a total of \$500 for all persons in the facility per month.

 AMOUNT SAFEGUARDED PER MONTH	BOND REQUIRED
\$750 or less	\$1,000
\$751 to %1,500	\$2,000
\$1,501 to \$2,500	\$3,000

Every further increment of \$1,000 or fraction thereof shall require an additional \$1,000 on the bond.

- The applicant will be required to develop and maintain a **Financial Plan** which ensures resources necessary (normally 3 months of operating expenses) to meet operating costs for care and supervision of clients/residents. Submission of financial reports such as an estimated operating budget is required by the licensing agency. Credit checks are obtained in evaluating a financial plan.
- The applicant must have the ability to **Understand and Comply** with all licensing requirements.

V. FACILITY, LOCATION AND PHYSICAL ENVIRONMENT

- **A Site** (building or home where care is to be provided) must be obtained before applying for a license. You must have control of the property to be used (verified by lease, rental agreement, escrow papers, or Deed of Trust) and be able to ensure that the facilities and grounds are maintained and in compliance with regulations.

- Compatibility of clients must be maintained. Clients who have needs which are in conflict with other clients or the program of services offered must be physically separated or not accepted or retained in the facility.
- Regular observation of each client for changes in physical, mental, emotional and social functioning shall be required.
- Facilities shall allow formation of a resident council to permit a free exchange of ideas and whenever necessary make recommendations to the facility administrators to improve the quality of daily living in the facility.
- A signal system must be installed for facilities licensed for 16 or more clients, and for all facilities having separate floors or separate buildings without 24-hour staff.
- Facilities must have at least one toilet and sink for every 6 persons.
- Facilities must have at least one bathtub or shower for every 10 persons.

Residential Care Facilities for the Elderly

- Facilities shall hire qualified administrators who meet the following education and experience requirements

<u>CAPACITY</u>	<u>EDUCATION AND EXPERIENCE REQUIRED</u>
1-15	Knowledge of the requirements for providing care and supervision to elderly residents and ability to comply with all licensing regulations.
16 - 49	Fifteen units of college education or continuing education and 1 year providing residential care to the elderly, or equivalent education and experience.
50 or more	Two years of college education and 3 years providing residential care to the elderly, or equivalent education and experience.

- Administrators shall be on the facility premises a sufficient number of hours to provide adequate management of the facility.

- All administrators shall be required to complete 20 hours of continuing education per year in areas related to aging and/or administration.
- Administrators are required to complete approved Certification Programs.
- All personnel shall be given on-the-job training or have related experience in the job assigned to them.
- All personnel shall submit a health screening signed by a physician no more than 7 days after employment.
- All personnel providing supervision and care shall be at least 18 years of age or older.
- A sufficient number of staff shall be employed to meet residents' needs. This may vary dependent on care needs of residents in the facility.
- A signal system must be installed for facilities licensed for 16 or more residents, and all facilities having separate floors or separate buildings without 24-hour staff.
- Licensees shall maintain personnel records and resident records.
- Licensees shall provide regular observation of residents' physical and mental conditions to ensure compliance with acceptance and retention limitations.
- Licensees shall allow formation of resident councils.
- Licensees shall complete Pre-Admission Appraisals for each resident prior to admission to ensure compliance with acceptance and retention limitations.
- Licensees shall maintain a current, written plan of Incidental Medical Needs authorized by a physician for each resident in need of these services.

IV. ADMINISTRATIVE CLEARANCES AND FINANCIAL REQUIREMENTS

- **An Application** and processing fee are required for a license. (Foster family homes are exempt from fees.) The fees are non-refundable and charged upon initial application and annually thereafter. The fees are as follows:

Fees for RCFE's and CCF's

LICENSED CAPACITY	ORIGINAL	\$ ANNUAL
	APPLICATION FEE	FEE
1 - 6	\$300	\$300
7 - 15	\$450	\$450
16 - 49	\$600	\$600
50 - above	\$750	\$750

ADCF's and ADSC's

LICENSED CAPACITY	ORIGINAL	\$ ANNUAL
	APPLICATION FEE	FEE
1 - 15	\$ 0	\$ 50
16 - 30	\$100	\$100
31 - 60	\$200	\$200
61 - 75	\$250	\$250
76 - 90	\$300	\$300
91 - 120	\$400	\$400
121 - above	\$500	\$500

Fingerprints must be submitted to the Department of Justice (DOJ) by all applicants and administrators before a license is issued. The licensing agency must secure from the DOJ and the Federal Bureau of Investigation (FBI) a background check to determine if the person has ever been convicted of a crime. Background checks are also required of individuals who have contact, or who will be providing care and supervision to the facilities residents.

III. TYPES OF CLIENTS



- **Developmentally Disabled** are individuals with a disability attributable to mental retardation, cerebral palsy, epilepsy or other neurological conditions. These individuals may need assistance and training with activities of daily living.
- **Mentally Disordered** are individuals who have received mental health services or have been given a psychiatric diagnosis. These individuals may need care and supervision, including assistance with activities of daily living.
- **Dependent Children** may have been made wards of the Juvenile Court either because they are on probation due to an infraction of the law or have been removed from their homes because of abuse, neglect or abandonment. Some may have serious behavioral or emotional problems.
- **Elderly Persons** are individuals 60 years of age or older. These individuals may need care in a licensed facility because they need supervision, assistance with basic activities and/or assistance meeting incidental medical care needs.

Group Homes

- Facilities shall hire qualified administrators who meet the following education and experience requirements:

<u>CAPACITY</u>	<u>EDUCATION AND EXPERIENCE REQUIRED</u>
1-12	Master's degree in Behavioral Science and 1 year as a Social Worker; <u>or</u> Bachelor's degree and 1 year of administrative or supervisory experience; <u>or</u> 2 years of college and 2 years of administrative or supervisory experience; <u>or</u> Completed high school and 3 years administrative or supervisory experience.
13 or more	Master's degree in Behavioral Science and 1 year administrative or supervisory experience; <u>or</u> Master's degree in Behavioral Science and 2 years of employment as a Social Worker; <u>or</u> Bachelor's degree and 3 years administrative or supervisory experience; <u>or</u> 2 years of college and 5 years of administrative or supervisory experience.

- Facilities must have a qualified facility manager at the facility at all times when one or more children are present. Specific education and/or experience will be verified by the licensing agency.
- Facilities must have at least one monthly consultation from a psychiatrist, clinical psychologist, or clinical social worker if serving children diagnosed as mentally ill.
- Facilities must have at least one monthly consultation from a qualified mental retardation professional if serving children diagnosed as developmentally disabled.
- Facilities shall hire qualified social work staff to perform specific duties pertaining to the needs and services plan of each child in the facility.
- Facilities must have a written plan of activities for the children served, and must assign specific staff to implement the plan.

- Facilities must have a written plan for orientation, continuing education, on-the-job training and development, supervision and evaluation of all child care staff.
- Facilities must have a signal system for facilities with 31 or more children and all facilities having separate floors or separate buildings with 24-hour staff.

Small Family Homes

- Facilities cannot be licensed for more than six children.
- Facilities must be in the licensee's own home.
- Applicants must be educated, trained, or experienced in providing family home care and supervision appropriate to the type of children to be served.
- A fire clearance is required if accepting one or more disabled children.

Foster Family Homes

- Facilities cannot be licensed for more than six children.
- Facilities must be in the licensee's own home.
- Applicants must be educated, trained or experienced in providing family home care and supervision appropriate to the type of children to be served.
- Only two infants are allowed in a FFH.
- Non-ambulatory children shall not be placed in a room approved to accommodate only ambulatory children.

II. FACILITY TYPES

RESIDENTIAL (24 hour care)

- **Adult Residential Facilities (ARFs)** provide care for developmentally disabled or mentally disordered adults ages 18 through 59 years. The residents must not require acute psychiatric or nursing care.
- **Residential Care Facilities for the Elderly (RCFEs)** provide care for adults 60 years of age or older who may require varying levels and intensities of care and supervision dependent upon their needs.
- **Residential Care Facilities for the Chronically Ill (RCF-CI)** provide a range of services to residents, either individuals or families, who have HIV disease or AIDS.
- **Social Rehabilitation Facilities (SRFs)** provide non-medical care and supervision to adults recovering from mental illness, who temporarily need assistance, guidance or counseling.
- **Group Homes (GHs)** provide care for children under 18 years of age in a structured environment. Services are provided, at least in part, by facility staff. Children in group homes may be under the jurisdiction of the Juvenile Courts, either on probation or as dependent children removed from their homes because of abuse, neglect or abandonment.
- **Small Family Homes (SFHs)** provide care for no more than 6 mentally disordered, developmentally disabled, or physically handicapped children in the licensee's family residence. Children with health care needs may also be placed in SFHs.
- **Foster Family Homes (FFHs)** provide care for no more than 6 abused, neglected or abandoned children in the licensee's family residence. The children may be temporarily placed in a FFH awaiting adoption. Children with special health care needs may also be placed in FFHs.

DAY CARE FOR ADULTS/ELDERLY (less than 24 hour care)

- **Adult Day Care Facilities (ADCfs)** provide non-medical care and supervision for the elderly, developmentally disabled adults, or mentally disordered adults.
- **Adult Day Support Centers (ADSC)** provide community based programs designed to meet the needs of functionally impaired adults in a structured comprehensive program with a variety of social and related support services.

FACTS YOU NEED TO KNOW TO BE A LICENSED CARE PROVIDER FOR COMMUNITY CARE FACILITIES AND RESIDENTIAL CARE FACILITIES FOR THE ELDERLY

The Community Care Licensing Division of the California Department of Social Services oversees the licensing of all Community Care Facilities and Residential Care Facilities for the Elderly in California. These facilities provide non-medical care and supervision to children, adults and the elderly. This is for 24 hours per day, 7 days per week in a residential care setting or less than 24 hours per day in a day care setting.

The purpose of the following information is to provide prospective applicants with a brief summary of the licensing requirements and application process. Our intent is to assist you in making a determination on which orientation session you should attend based on your specific interest. For more comprehensive information, please refer to California Code of Regulation, Title 22, Division 6 on Community Care Facilities and Residential Care Facilities for the Elderly available by calling your local district office.

I. FACTS ABOUT A LICENSE

- Any person, partnership, corporation or limited liability company must obtain a license before providing care and supervision to unrelated children, adults or the elderly. A person can be convicted of a misdemeanor for operating without a license. Also, operation without a license may result in the assessment of civil penalties of \$200 per day.
- Licenses are non-transferable. If a person transfers or sells a facility to another individual, partnership or corporation, the new owner must apply for and obtain a new license before commencing operation.
- A license is not granted automatically; all licensing requirements must be met prior to issuance of a license.
- Prior to the issuance of a license, it is mandatory for all applicants to attend an orientation session regarding the application process and licensing requirements.

Adult Day Care

- Facilities shall hire qualified administrators who meet the following education and experience requirements.

CAPACITY	EDUCATION AND EXPERIENCE REQUIRED
1-6	Knowledge of the requirements for providing care and supervision to adult clients and ability to comply with all licensing regulations.
7 or more	High school graduate or GED; and at least 2 years experience or training in a licensed day care facility for adults.

- Licensees are required to hire sufficient support and care staff.
- Staff/client ratio must be at least 1 adult to every 15 clients.
- Facilities must have at least one toilet and sink for every 15 clients.

Adult Day Support Center

- Facilities shall hire qualified administrators who meet the following education and experience requirements.
 1. A baccalaureate degree in psychology, social work or a related human services field and a minimum of one year experience in the management of a human services delivery system, or
 2. Three years experience in a human services delivery system including at least one year in a management or supervisory position and two years experience or training in one of the following:
 - Care and supervision of participants in a licensed adult day care facility, adult day support center, or an adult day health care facility.
 - Care and supervision of one or more of the categories of persons to be served by the center.
- There shall be at least two persons on duty, at least one of whom is a direct care staff member, at all times when there are two or more participants in the center.

COMMUNITY CARE LICENSING OFFICES

NORTHERN REGION

Chico District Office
520 Cohasette Road, Ste. 6
Chico, CA 95926
(530) 895-5033

Redwood Empire District Office
101 Golf Course Drive, Ste. A-230
Rohnert Park, CA 94928
(707) 588-5026

Sacramento District Office
2400 Glendale Lane, Ste. C
Sacramento, CA 95825
(916) 574-2346

Fresno District Office
770 E. Shaw Ave., Ste. 330
Fresno, CA 93710
(559) 445-5691

COASTAL REGION

Central Coast District Office
360 S. Hope Ave., Ste. C-105
Santa Barbara, CA 93105
(805) 682-7647

San Jose District Office
111 No. Market St., Ste. 350
San Jose, CA 95113
(408) 277-1289

San Francisco Bay District Office
851 Traeger Ave., Ste. 360
San Bruno, CA 94066
(650) 266-8800

LOS ANGELES REGION

L.A. Res. Northern Valley District Office
21731 Ventura Blvd., Ste. 250
Woodland Hills, CA 91364
(818) 596-4334

L.A. Res. West District Office
6167 Bristol Pkway, #210
Culver City, CA 90230
(310) 568-1807

L.A. Res. Eastern Valley District Office
1000 Corporate Center Dr., Ste. 200A
Monterey Park, CA 91754
(323) 981-3300

SOUTHERN REGION

Orange County District Office
770 The City Drive, Ste. 7100
Orange, CA 92668
(714) 703-2840

San Diego District Office
7575 Metropolitan Dr., Ste. 109
San Diego, CA 92108
(619) 767-2300

Inland Empire Office
3737 Main St., Ste. 600
Riverside, CA 92501
(909) 782-4207

Facts You Need To Know

Community Care Facilities and Residential Care Facilities for the Elderly



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

State of California
Gray Davis, Governor
Health and Human Services Agency
Grantland Johnson, Secretary
Department of Social Services



Community Care Licensing Division